



## **“TEAM TATS” NEWSLETTER**

teamtats@atsc.army.mil

**September 2002**

We are just completing the IDT/03 distribution cycle for training beginning 1 Oct 02. This year we preloaded your requests and released them to the warehouse according to region to gain maximum shipping efficiencies. (You may have received partial shipments when selected courseware was still at print.)

Although we strive to provide you with maximum efficiency in the processing of your training requirements and timely delivery of your courseware, we need your feedback to help us improve our processes. The following are ways you can help us to meet our timelines for printing and ensure that distribution of your courseware meets your needs.

Submission of TRADOC Form 350-18-R-E, TATS/RC3 Exportable Instructional Material Request Form, is due to ATSC as follows:

**ADT/03 cycle = due to ATSC 1 Nov 02 for both USARC and NGB  
(IDT and ADT training from 1 Apr 03 through 30 Sep 03)**

**IDT/04 cycle = due to ATSC 1 Apr 03 for USARC and 2 May 03 for NGB  
(IDT and ADT training from 1 Oct 03 through 31 Mar 04)**

The electronic version of the TRADOC Form 350-18-R-E can be acquired at the following website:

<http://tradocfs.monroe.army.mil/tassftp/regulations /trform35018re/smrtsite.htm>.

**Please have your scheduled training requirements to ATSC by the dates listed above to give ATSC enough time to process your order through the system.** It

takes ATSC approximately 3 ½ months to process orders to meet scheduled training cycles. This process is as follows:

- a. Load 220+ multiple page TR Forms 350-18-R-E training requirements for Reserve and National Guard customers to our database. If questions arise, technician must call for clarification. (Please don't send duplicate orders as this slows the process down.) Four weeks to complete.
- b. When all training requirements have been loaded to our database, a report is run to consolidate print quantities for every product.
- c. Hundreds of master products are then pulled from our library to prepare and process for print. 10 weeks to complete (4 weeks for preparation and 6 weeks at print).
- d. Customer orders are then released for shipment as products return from print.

ATSC cannot guarantee immediate availability of stock on hand for training requirements arriving late to ATSC. Timely submissions will save the USARC and NGB costly expedited deliveries.

Army Reserve units must submit training requirements to their DIV (IT). The DIV (IT) will then submit training requirements for all units to ATSC. DIV (IT) s may submit their consolidated requirements to ATSC via e-mail directly to their technician. ("Teamtats" E-mail account cannot accept attachments.)

National Guard units must submit their training requirements directly to ATSC on TRADOC Form 350-18-R-E. These may be faxed or e-mailed to the appropriate technician. ("Teamtats" account cannot accept attachments.)

Your ATSC regional technicians are listed below. If questions should arise, please contact your representative and they will assist you with your training needs. RTIs and RTSMs, please contact the representative in the region that includes your state. We can be contacted at commercial (757) 878-4701, DSN 826-4701, FAX commercial (757) 878-4705, FAX DSN 826-4705, e-mail to the individual listed below, or through our group mailbox [teamtats@atsc.army.mil](mailto:teamtats@atsc.army.mil).

ATSC Region Representatives (Technicians)		
Name	E-mail Address	Locations
Ms. Joe Lovett	<a href="mailto:lovettj@atsc.army.mil">lovettj@atsc.army.mil</a>	Region A, 98th DIV(IT)
Ms. Joe Lovett	<a href="mailto:lovettj@atsc.army.mil">lovettj@atsc.army.mil</a>	Region B, 80th DIV(IT)
Ms. Rita Jones	<a href="mailto:jonesr@atsc.army.mil">jonesr@atsc.army.mil</a>	Region C, 108th DIV(IT), PR, VI
Ms. Rita Jones	<a href="mailto:jonesr@atsc.army.mil">jonesr@atsc.army.mil</a>	Region D, 100th DIV(IT)
Ms. Susan Gantan	<a href="mailto:gantans@atsc.army.mil">gantans@atsc.army.mil</a>	Region E, 84th DIV(IT)
Ms. Jane Brooks	<a href="mailto:brooksj@atsc.army.mil">brooksj@atsc.army.mil</a>	Region F, 95th DIV(IT)
Ms. Becky Bateman	<a href="mailto:batemanb@atsc.army.mil">batemanb@atsc.army.mil</a>	Region G, 104th DIV(IT), AK, HI, GU
Ms. Gail Brooks	<a href="mailto:brooksg@atsc.army.mil">brooksg@atsc.army.mil</a>	Europe
Ms. Kim Wright	<a href="mailto:wrightk@atsc.army.mil">wrightk@atsc.army.mil</a>	Work Ldr, RC3/TATS
Ms. Leslie Lowery	<a href="mailto:loweryl@atsc.army.mil">loweryl@atsc.army.mil</a>	Section Ldr, RC3/TATS;GTA;ACCP

Please help us provide you with a quicker turnaround time on your courseware by doing the following on your TR Form 350-18-R-E (see sample on reverse of this sheet):

1. Correct our address on your TR Form 350-18-R-E to reflect the following:  
Commander, US Army Training Support Center, ATTN: ATIC-ITST-T, Bldg 1557, 11<sup>th</sup> Street, Ft Eustis, VA 23604-5166.
2. **Identify each course as either RC3, TATS-C, or TATS-DL.** This will save your technician time in loading your courseware requirements to the database and eliminate unnecessary phone calls. DL pre-resident portion of courses are generated through an ATRRS link to ATSC. If your student has not received the pre-resident portion through the mail, contact Mr. Al Kahn at comm. (757) 878-5532, e-mail [kahna@atsc.army.mil](mailto:kahna@atsc.army.mil).
3. Identify each phase required per course (Ph 1, 2, 3, or 4). This will save your technician time in loading your courseware requirements to the database and eliminate unnecessary phone calls.
4. Identify the quantity of instructor sets and student sets needed. (Generally, instructor material is issued based on a 1:10 instructor to student ratio.) We will ship all pieces of courseware associated with the instructor and student sets – no need to list each individual piece. If you are in need of a specific piece of the courseware to complete a set you may already have, list it and include a statement to that effect.
5. Provide training dates for your courses. When training multiple dates, please list separately with instructor and student quantities by each. This will help us to prioritize your training dates if we run out of stock and must reprint. The remainder of your order will be filled immediately upon receipt of reprinted product from the printer.
6. Please do not send duplicate orders. Duplicate orders create research time for your regional technician to determine the error or can create duplicate shipments to your training site if the error is not caught. If a change has been made to your order, only send the correction to that particular course. You can fax your change to commercial (757) 878-4705 or DSN 826-4705, e-mail your region technician directly (see table on page 2) or e-mail your change to [teamtats@atsc.army.mil](mailto:teamtats@atsc.army.mil). The “teamtats” e-mail address is unable to accept attachments and will be deleted by the server. If attachments must be sent, please send them directly to your region’s technician.
7. Provide UIC and DODAC in block g (ship to) for freight deliveries.
8. Provide ATSC with your e-mail address, school code, phone number, DSN and FAX. This will give ATSC several ways to contact you if questions should arise.
9. Please inventory all boxes immediately upon receipt to ensure shipment is accurate and complete. If there is a problem with your shipment, this will give ATSC enough time to correct the deficiency if printing of the product is needed. Please do not wait until a week or two from your training date to inventory your items. ATSC is unable to guarantee stock availability or delivery to your training site immediately prior to training. Since all shipping is now charged to your components (USARC and NGB), expensive expedited shipments will have command visibility.

TATS/RC3 EXPORTABLE INSTRUCTIONAL MATERIAL REQUEST FORM (TRADOC Reg 350-18)											Page <u>1</u> of <u>?</u> pages	
TYPE OF REQUEST			TYPE OF RCTI REQUEST						TRAINING CYCLE			
(Select only one)	X	In Cycle	(Select only one)						(Select only one)			
						TASS Bde	X	TASS Bn	X	IDT		Supplemental
		Out of Cycle										
				TIE		TASS DIV				AT		Year round
		Follow up										
FROM: THIS IS A SAMPLE			THRU: THIS IS A SAMPLE				THRU: THIS IS A SAMPLE				TO: Commander U.S. Army Tng Spt Ctr ATTN: ATIC-ITST-T Bldg 1557, 11 <sup>TH</sup> Street Ft Eustis, VA 23604-5166	
			Approved by: /signed/		Date: xx xxx xx		Approved by: /signed/		Date: xx xxx xx			
COURSE OR			PHASE OR	BRANCH	TRAINING PACKAGES		TRAINING		SHIP TO			
MOS TITLE a			MOS NO. b	(AT ONLY) c	INSTRUCTOR d	STUDENT e	DATES f		(Be specific) g			
73C10 TATS-C			1 (IDT)		5	50	1 Oct 02		Your delivery address here to include bldg			
71L10 RC			1 (IDT)		7	24	1 Oct 02		number and street address.			
same as above			1 (IDT)		0	16	19 Dec 02					
same as above			1 (IDT)		0	24	8 Feb 03					
75H30 TATS-C			2 (IDT)		3	30	12 Jan 03					
77F10 TATS-C			2 (ADT)		6	60	15 Mar 03					
77W10 TATS-DL			2 (IDT)		2	25	9 Nov 02					
88K40 TATS-C			4		1	10	1 Oct 02		UIC XXXXXX			
ANCOC – common core					20	200	1 Oct 02		DODAC XXXXXX			
BNCOC – common core					30	500	1 Oct 02					
TAITC					1	10	15 Jan 03					
PREPARED (name, Grade, title): XXXXXXX				TELEPHONE NUMBER: (XXX) XXX-XXXX DSN XXX			AUTHORIZED SIGNATURE (DA FORM 1687) /signed/				DATE: XX XXX XX	
E-Mail Address: XXXXXXX				DATE: XX XXX XX			E-Mail Address: XXXXXXXXXX					